



Llywodraeth Cymru
Welsh Government

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IT'S TIME to recruit
an apprentice and improve your

**BUSINESS
PERFORMANCE**



wales.gov.uk/apprenticeships

MORE EFFECTIVE



Apprenticeships ensure that your workforce has the **practical skills** and **qualifications** your organisation needs now and in the future.

The mixture of on and off the job learning ensures they learn the skills that work best for your business.

Apprentices earn a wage and work alongside experienced staff to gain job-specific skills as well as gaining outside training from a College or other training provider to work towards nationally recognised qualifications.

Apprentices often need good GCSEs or to show strong aptitude in their chosen field to join the programme, so the quality of entrants is high.

Many now choose the Apprenticeship Programme as their first career choice, as opposed to academic study.

They follow an impressive range of training routes, from Plumbing to Care, Information Technology to Engineering, so it's likely that the right option will be available to suit your organisation.

Whilst you as the employer are responsible for paying your apprentices a wage, the Welsh Government pays for most of their training – with support from the European Social Fund.



MORE PRODUCTIVE

Training Providers and Funding

The training providers across Wales are quality assured and approved to deliver training. Their role is to work with businesses to deliver work-based training programmes for apprenticeships and they receive funding to pay for the cost of training and assessment via the Welsh Government and the European Social Fund.

Funding is agreed locally with each employer and you can negotiate a salary that will reflect the skills and experience of the individual. You may also be required to contribute towards some of the training costs.

You will receive advice on the most suitable apprenticeship framework and be put in touch with a number of training providers.

Once you have selected a training provider they will help you complete the necessary paperwork and training can begin at an agreed time. You will also be given a contact at your local careers office where they can provide further advice and support.

Business Benefits

- National standards and qualifications linked with hands-on training and development means apprentices are well trained and productive and will also serve to increase customer confidence
- Apprentices are responsive and motivated, with broad, transferable skills
- Apprentices have low staff turnover because they have meaningful training and career progression plans to follow
- Apprentices bring a significant return on investment and often go on to senior management roles. Many also take on higher level training

The **Small and Micro Business Support Programme (SMBSP)** offers a one-off payment of £500 to support micro businesses in recruiting eligible apprentices.

Support is available to small and micro businesses (49 or less employees) who have not recruited apprentices in the last 2 years. The payment will be made once an apprentice has completed the first 10 weeks of his/her learning programme.

The micro business must recruit an apprentice who meets all apprenticeship eligibility criteria.



77% of businesses who have trained apprentices believe it made their company more productive

Contact the Business Skills Hotline

0845 60 661 60

or email: businessskillshotline@wales.gsi.gov.uk
to recruit an apprentice and start building a better workforce today.



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MORE TALENT

The **Apprenticeship Programme** can help businesses across all sectors by offering a route to harness **fresh new talent**.

Any business in Wales, whatever size or sector, can take part in the Apprenticeship Programme.

Key Facts

Apprenticeships can take between two and three years to complete and there are three levels available:

Foundation Apprenticeship, Apprenticeship and Higher Apprenticeship.

There are over 150 apprenticeship routes available, each designed to meet the specific needs of the business within a specific industry. Every apprentice follows an industry-approved apprenticeship framework, to develop a high level of skill.

These frameworks include as a minimum:

- Vocational Competencies Qualifications – providing practical skills in specific occupational areas up to level 4/5
- Technical Knowledge Qualifications – to underpin the practical skills
- Essential Skills Wales – transferable work-related skills such as Communication and Application of Number

Pathways to Apprenticeship Programme

The Welsh Government is supporting young learners aged between 16 and 24 through intensive training to put them on the pathway to becoming an apprentice.

If you're an employer looking for a cost-effective way to improve your workforce and looking for young, motivated people that can make a difference to your business, Pathways to Apprenticeship can help. The programme gives you access to a pool of young people who have either been trained in your sector, or are working towards the relevant recognised qualifications and experience you need. You can either offer an apprenticeship place to one of our pre-trained recruits or a work placement to a Pathways learner and, once they've successfully completed their course, they could be the perfect candidate to progress onto a full apprenticeship with you.

What skills have they been gaining in College?

Since September 2010, over 2000 learners have been allocated training in 17 Colleges pan Wales in the following sectors: Engineering, Hairdressing and Beauty, Construction, Plumbing, Hospitality and Automotive.

What level is the training?

The Pathways to Apprenticeship Programme is an intensive one year course and learners achieve a level 2 vocational qualification from an apprenticeship framework specified by the Sector Skills Councils.

Taking on an apprentice

If you are interested in finding out more about taking on an apprentice and the benefits they can bring to business, contact the Business Skills Hotline on 0845 60 661 60 or email:

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MORE COMPETITIVE

The **Young Recruits Programme** is an all-Wales programme that provides financial support to employers offering high quality apprenticeship programmes to recruit and train additional young apprentices (16-24 year olds).

An enhanced wage subsidy of £3,900 over 52 weeks will be paid to employers, subject to the eligibility criteria and evidential requirements being met (not applicable to the public sector). The wage subsidy will be paid in instalments of £100 for 26 weeks and £50 for the remaining 26 weeks.

The higher subsidy rate of £100 per week will only be paid where the apprentice is employed for at least 37 hours per week. Where the apprentice is employed for less than 37 hours per week (but at least 25 hours), Young Recruits Programme support will be made at a maximum of £50 per week for 52 weeks.

The programme can benefit:

- Large employers that already offer high quality apprenticeship programmes who are able to take on additional learners

- Small and medium sized employers working individually or in partnership to offer additional apprenticeship opportunities where there is a need to maintain a highly-skilled workforce for when the economy recovers.

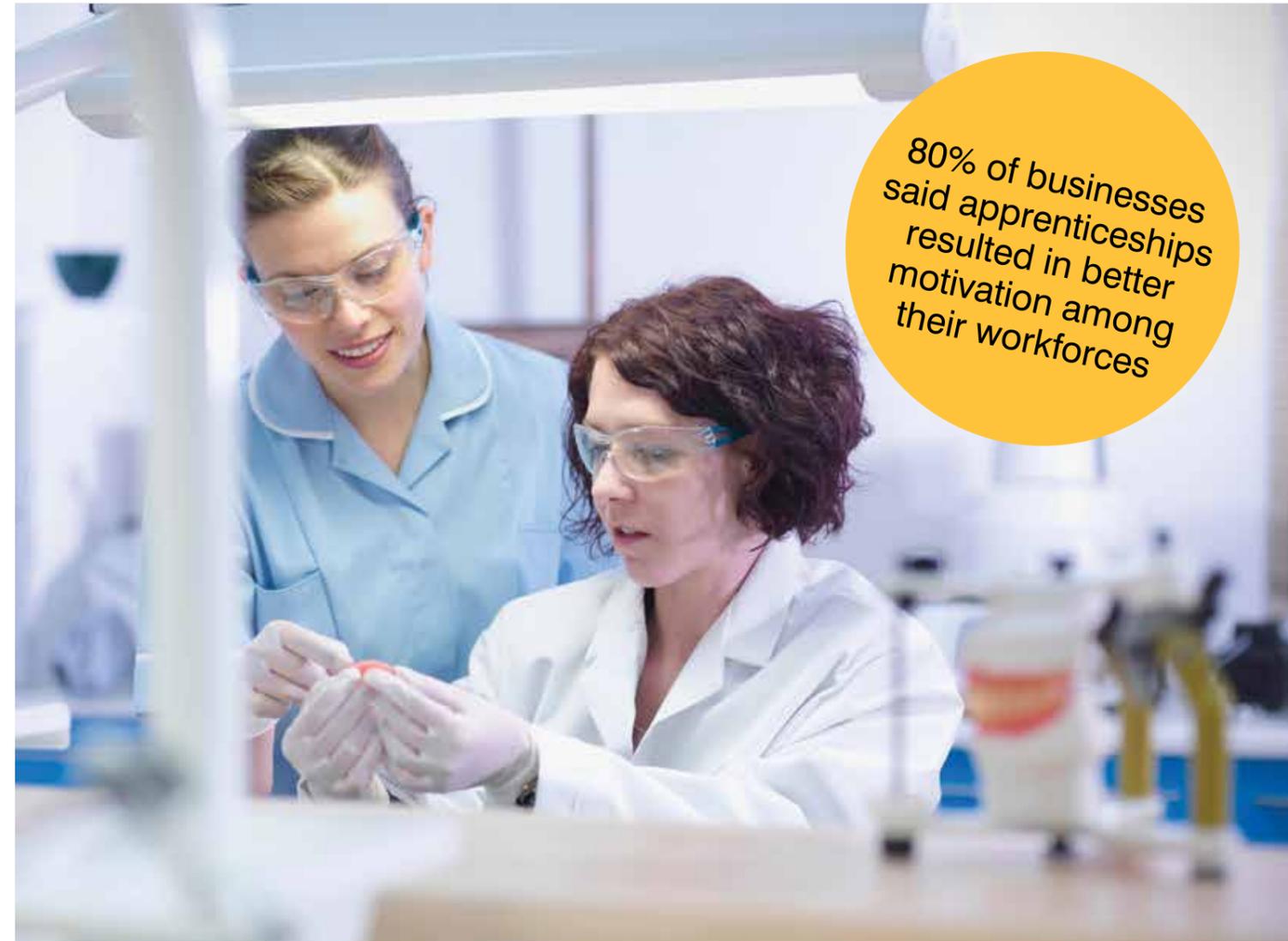
Eligibility Criteria

All employers must:

- Be able to offer (a) full time additional apprenticeship place(s), i.e. a minimum of 25 hours including time with the provider
- Be paying the appropriate minimum wage for apprentices (or any other National Minimum Wage regulation that may apply)
- Be able to evidence payment to their learner with certified copies of wage slips or bank statement. Without this evidence, we are unable to offer the support.

All learners must:

- Be between the ages of 16 and 24 at time of application
- Be living and/or working in Wales
- Have been employed by the applicant for no longer than 10 weeks at time of application
- Be enrolled on an approved apprenticeship framework with a Welsh Government-contracted work based learning provider.



80% of businesses said apprenticeships resulted in better motivation among their workforces



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The **Apprenticeship Matching Service** is the official online recruitment system for apprenticeships in Wales. This free online matching service aims to help Welsh employers find suitable apprentices, and aspiring apprentices in Wales, to find exciting opportunities in a business that's right for them.



The Apprenticeship Matching Service gives employers a free platform to advertise quality apprenticeship vacancies. These can be viewed and applied for nationally by thousands of candidates that register online.

Candidates can search and apply online for vacancies using selected criteria such as geography, occupation, job role and keywords. Employers can advertise and filter applicants more easily in addition to being able to review applications, sift for short-listing and invite candidates for interview, all within your own personal area of the system.

Large employers who only undertake recruitment via their own websites are welcome to advertise their apprentice vacancies on the Apprenticeship Matching Service website, whereby we can provide an option to direct candidates to your website recruitment pages.

For more information about the Apprenticeship Matching Service, visit www.careerswales.com and follow the apprenticeships link.



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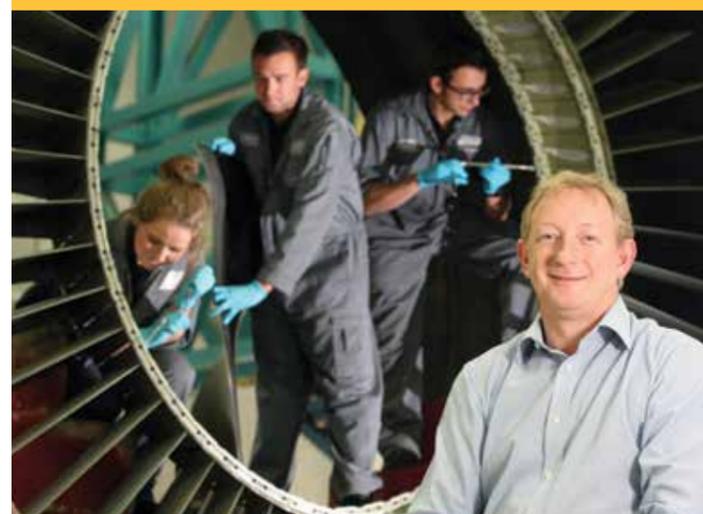
“Apprenticeships were established within the business to help develop our people in line with the company’s vision.

The Apprenticeship Programme was identified as an important tool to help us meet the need to develop managers and teams for the future and to meet the needs of our acquisition and refurbishment plans.

It also helps us to retain our current employees and encourage development and transfers within the company, lessening the impact of the transient nature of our industry.”

Susan Harvey

Head of HR, S.A Brain & Co. Ltd.



“The Apprenticeship Programme is well established and has helped feed fresh talent into our business over the last two decades.

We identified the need to create a workforce which could make sure the business is sustainable for the future.”

Chris Doherty

HR Leader, GE Aviation Wales

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Prentisiaethau Apprenticeships



“To ensure we remain world-class leaders we need a workforce which is skilled to the highest standard, and skilled people are the building blocks of a successful business.

The quality of the service we provide to our customers is, to a very large part, dependant on the skills, experience and motivation of our engineering staff. A key part of our engineering development programme is supporting a number of apprenticeship programmes in disciplines such as mechanical engineering, fabrication craft and electrical engineering.”

Keith Vivian

HR Manager, DRB Group



“The Apprenticeship Programme has improved staff retention, motivation, morale, competitiveness and created a positive team environment.

As a result of the Apprenticeship Programme staff have gained industry knowledge, awareness and essential skills. Upskilling of the staff has improved overall service delivery and the increase in sales has enabled the business to grow.”

Lindsay Dingley

Centre Manager,
Eastern Leisure Centre, Cardiff

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